

EXCELSIOR COMMUNITY BENEFIT DISTRICT

(Property and Business Improvement District Law of 1994 - California Streets and Highways Code § 36600 et seq. and San Francisco Business and Tax Regulations Code, Article 15)

July 11, 2023 Board of Supervisors Hearing

District Formation Legislation

- (1) File No. 230386: [Resolution of Intention – Excelsior Community Benefit District]
- (2) File No. TBD: [Assessment Ballots of City-Owned Parcels – Excelsior Community Benefit District]
- (3) File No. TBD: [Hearing - Committee of the Whole – Excelsior Community Benefit District – July 11, 2023]
- (4) File No. TBD: [Resolution to Establish – Excelsior Community Benefit District]

Date	Dept/ Body	Action	Notes
April 4, 2023	Safai	Introduce (1) Resolution of Intention (ROI) to Establish the Excelsior CBD (ECBD) with petitions when 30% weighted support is received. <i>(Referred to the Government Audit and Oversight Committee (GAO))</i>	Package to include: 1) resolution, 2) petitions, 3) management plan, 4) engineer's report, 5) ballot/affidavit, and 6) notice of public hearing and assessment ballot proceedings.
April 20, 2023	GAO	GAO Hearing to consider (1) the ROI to Establish the ECBD	4/14 - agenda/packet posted 4/18 - newspaper notice published for committee agenda
May 2, 2023	Safai	Introduce (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels <i>(Referred to GAO)</i>	
May 2, 2023 2:00 p.m.	BOS	Board of Supervisors (BOS) consider (1) the ROI to Establish the ECBD	
May 12, 2023	Mayor & COB	(1) ROI to Establish signed by Mayor London Breed (Mayor) and receives an enactment number	Fast Tracked <i>(OEWD & COB to coordinate)</i>
	COB	Prepare translation of multi-language COW hearing notice into Chinese, Spanish, and Tagalog.	<i>(SF Business and Tax Regulations Code, Article 15, Section 1511(i): 3-language notice requirements)</i>
May 15-19, 2023	OEWD	Record 1) proposed boundary map and 2) ROI to Establish	Provide COB with 1) receipt and 2) recorded copies for the legislative file
	OEWD	Request CEQA Determination from the Planning Department by forwarding the enacted (1) ROI to Establish and a determination request form	

	OEWD	Provide COB with the English version of the multi-language Committee of the Whole (3) (COW) hearing notice and the mailing list	Mailing list to include the names and addresses of all business located with the assessment district
	COB	COB to sign the proposed boundary map and provide the Office of Economic and Workforce Development (OEWD) with a certified copy of the ROI to Establish	No more than 15 days following adoption of the ROI to Establish
May 18, 2023	GAO	GAO Hearing to consider (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels	
May 26, 2023	DOE	Department of Elections (DOE) sends final ballot packages to all property owners in the ECBD	
June 6, 2023	BOS	Board of Supervisors (BOS) consider (2) the resolution to Authorize the Mayor to cast ballots on City-owned parcels	
May 27, 2023	DOE	45-Day Ballot Election Period begins DOE to provide COB with a complete sample ballot package for the legislative file	Package to include: 1) ballot, 2) mailing database, and 3) proof of mailing
May 29, 2023	COB	COB to request translation of the Committee of the Whole hearing notice from OCEIA.	<i>Translation has a two-week turnaround following request.</i>
Week of May 29, 2023	COB	Clerk's Office transmits copies of the enacted (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels to OEWD and Elections, pursuant to a directive in (2)	
June 13, 2023	Supervisor Safai	Introduce the (4) Resolution to Establish (ROE) the ECBD	
June 16, 2023	Mayor & COB	(2) Resolution to Authorize the Mayor to cast ballots on City-owned parcels signed by Mayor Breed and receives an enactment number.	<i>Assuming the Mayor's office takes the entire 10 days to review and return the legislation, after the Board acts to approve the resolution on June 6, 2023.</i>
June 30, 2023	COB	Multi-language hearing notice mailed to business owners located within the proposed district holding a current registration certificate issued by the Tax Collector	<i>Notices mailed 10 days prior to COW hearing. Per Business and Tax Regulations Code, Section 1511(i). Published notice not required for this formation type.</i>
July 11, 2023 3:00 p.m.	BOS	BOS sits as COW to hold public hearing (3) on the ROE (4), closes public comment, DOE tabulates ballots, and BOS takes final action on (4) ROE following the announcement of the ballot tabulation	Ballots are due to DOE by 12:00 noon and can be delivered at the hearing until the close of public comment
July 21, 2023	Mayor & COB	(4) ROE is signed by Mayor and receives an enactment number	Fast Tracked (OEWD & COB to coordinate)

	COB	COB signs the assessment diagram and provides three certified copies of the ROE to OEWD for recordation	
	OEWD	Records 1) certified copy of the ROE, 2) management plan, and 3) assessment diagram and returns recorded copies to COB for legislative file	
		30-Day appeal period begins for (4) ROE, management plan, and assessment diagram (ends on August 29)	<i>(CA Streets and Highways Code, Section 36633)</i>
August 21, 2023		30-Day appeal period to challenge the creation of the district and levy of the assessment ends	<i>(CA Streets and Highways Code, Section 36633)</i>
January 1, 2024		Excelsior Community Benefit District commences services	